

SECTION 3 - AIRPORT PLANNING PROJECTS

PLANNING PROJECTS (GENERAL)

This guidance handbook does not address any system planning projects. MoDOT cannot make a system planning grant under the current provisions of the SBGP. Only the FAA can make a system planning grant to MoDOT or a Metropolitan Planning Organization (MPO). All FAA requirements must be met for these grants.

Airport planning projects are expected to be completed without amendments or modifications to the original planning grant. However, planning grants may be modified for grants that include site selection, master planning, and environmental document preparation. Based on the availability of funds, an initial grant for the site selection may be made and later modified to include master planning and an environmental assessment. Planning grants may also be modified when significant changes are made to FAA or MoDOT standards that MoDOT requires to be incorporated into the planning documents and plans.

At the discretion of the MoDOT Administrator of Aviation, MoDOT may act as agent for various airport sponsors to group the airport planning projects. By grouping the projects a more efficient use of funds can usually be gained and the planning project time frame may be shortened. If an agency agreement is made, the MoDOT Aviation Section will work closely with the sponsor throughout the planning process to ensure that the sponsor fully understands and concurs with the proposed airport development. The sponsor will be asked to review and approve all comments and revisions to the planning documents prior to approval by MoDOT. Sponsors will be required to deposit their share of the project costs with MoDOT in the local road fund. These funds may be deposited in interest bearing accounts by MoDOT with the interest applied to the sponsor's balance, any funds remaining after the project is complete will be returned to the sponsor.

Planning grant sponsors must meet all FAA certifications and assurances that apply to planning grants.

Sponsors of planning grants should take the time for a critical evaluation of the contractors and consultants that they are considering for selection as their planning consultants. A great many consultants have had experience in performing engineering and inspection work for airport development projects but have had little experience in airport planning. All consultants selected for any phase of a planning project must be approved by MoDOT if planning costs are to be reimbursed by MoDOT. The sponsor incurred costs for those consultants that cannot demonstrate that they have a proven ability to complete the phase of a planning project for which the sponsor has selected them are not considered reimbursable by MoDOT. Sponsors may check with the MoDOT Aviation Section concerning the acceptability of any consultants they are considering. MoDOT will not make a recommendation for selection; but, will indicate unacceptability.

It is suggested that all potential sponsors of airport planning projects contact the MoDOT Aviation Section as the first step in the planning process. The sponsor should have an idea of the current and ultimate needs for their airport, their community's attitude towards any future airport development, the consistency of any airport development with local planning and land use issues, and a consensus of the airport's needs from those who use the airport. MoDOT will assist the sponsor in developing the scope of the planning process and will ensure that all development proposed in the planning process is compatible with the state airport system plan and any regional airport plans.

SECTION 3 - AIRPORT PLANNING PROJECTS

SITE SELECTION PROJECTS

A site selection project for a new airport cannot be undertaken until the need for a new airport has been determined, whether the selection is for a replacement airport or a new airport. The need for a new airport is usually determined during the master planning process for an existing airport or by means of a feasibility study for a new airport. The information required before a site selection project can be approved must address all areas concerning the current and future demands that are expected for the new airport. For existing airports documentation must be provided that clearly shows that the existing airport site cannot be developed to meet the ultimate needs shown in the demand forecasts.

The consultant selected for a site selection project must be experienced in planning for ultimate airport development. This experience must include a knowledge of airport design standards, environmental issues and document preparation, public involvement in the airport development process, airport development costs, and the ability to make a critical benefit/cost comparison for the various alternative sites.

The site selection process must, as a minimum, address area wide topography, land use and zoning near any potential sites, soil conditions, utilities, roadways, and other modes of transportation that would be available to the airport or would be impacted by a new airport, obstruction data associated with potential sites, the number of land owners that would be impacted by airport development at any one site, and the public's attitude toward the development of a particular site. Of particular concern are geographical features that could significantly alter the wind direction between sites and therefore could change the runway orientation for a particular site.

Once alternative sites have been chosen and the sponsor and consultant have gone through the initial comparison of sites and have eliminated any sites that the sponsor feels cannot be acquired or developed, the remaining sites should undergo a critical benefit/cost comparison. Some areas to be compared are development costs, land acquisition issues, and environmental considerations. For existing airports the benefit/cost analysis should include the costs and revenues generated by moving existing airport facilities to the new site and closing and disposing of the old site. This would include the cost of any federal or state obligations that must be met as well as the mitigation costs of any environmental impacts that might be associated with the disposition of the old airport.

After the sponsor has identified all of the viable sites the public should be brought into the site selection process. In most instances the earlier the public is brought into the site selection process the less chance there is for project delays due to unexpected public opposition to the proposed airport development.

FAA AC 150/5070-6A Airport Master Plans provides additional guidance concerning the site selection procedures and process. Successful completion of the site selection process depends on the sponsor's dedication to the airport expansion, careful consultant selection, and early public education and involvement.

SECTION 3 - AIRPORT PLANNING PROJECTS

MASTER PLANNING PROJECTS

Prior to beginning the master planning process the sponsor should meet with the MoDOT Aviation Section to determine the master plan requirements for their airport.

The airport master plan elements consist of the master plan report, the airport layout plan, and the required environmental documentation. The master plan must support and logically present all proposed short, intermediate, and long term airport development in both a narrative and graphic format. The master plan is the sponsor's document to be used for planning and budgeting for airport development and expansion. Although a master plan will cover the one to five year short term, five to ten year intermediate term, and the ten to twenty year long term planning periods, proposed airport development should occur as the airport operation demand horizons stated in the master plan are met, not at a predetermined time period. As well as being the sponsor's planning document the master plan is also a document that can best be used to inform the public of the proposed airport development.

As a public information document, the master plan narrative should clearly note the history of the airport, the airport's social and economic contribution to the community, the number and types of businesses and agencies that regularly use the airport, the number and types of based aircraft, number of annual operations, current and future design aircraft, and expected future goals for the airport in terms of expanded operations and development actions. The cost of all future operating expenses and the cost of all proposed development and the anticipated funding sources for all airport development and operation costs should be clearly stated in the master plan narrative. The airport layout plan should graphically depict all proposed airport development as stated in the master plan and must comply with the airport design and airport layout plan requirements as stated in FAA AC 150/5300-13, Appendix 7 and the [Master Plan and Airport Layout Plan \(ALP\) Checklist](#), reduced copies of the airport layout plan and other graphic depictions of the proposed airport development stages should be included in master plan.

The master plan must address all of the environmental areas as noted in the current version of the Federal Aviation Administration Order 5050.4 as they pertain to the ultimate planned airport development. In some instances the need for an environmental assessment cannot be determined at the beginning of the master planning process, in these cases the sponsor should proceed with the other master plan elements and address the environmental requirements after the ultimate airport development is more clearly defined. The sponsor should assume an environmental assessment will be required and select the consultant for their planning project accordingly.

Master plans are not required for all airports and not all airports that require a master plan will require the same level of investigation and detail in the planning and environmental documents. As stated above, the sponsor and MoDOT should conduct a scoping meeting to determine the level of master planning effort. All new airports and those airports that anticipate changes in operations that will significantly alter the airport configuration or level of operation will require a master plan and most likely an environmental assessment.

Occasionally the sponsor will be asked to proceed with a master planning project before the MoDOT Aviation Section will consider a grant application for airport development. This will usually happen when an existing airport has had a significant change in service levels and operating conditions or when the potential exists for development around the airport that would threaten the safe operation of the airport or the ability of the airport to meet the needs of the flying public that use the airport.

All consultant selections for master planning projects that expect to receive reimbursement under the SBGP must follow the guidelines set forth in the State Block Grant Program Guidance Handbook, Section 5 – Procurement of Engineering Services.

SECTION 3 - AIRPORT PLANNING PROJECTS

AIRPORT LAYOUT PLAN PROJECTS

Only development that is shown on an approved airport layout plan (ALP) can be approved for SBGP funding. As stated above an ALP is one of the elements of the master plan. However, for smaller airports with fewer based aircraft and operations, a master plan may not be required. For these airports an ALP with a limited narrative report will be sufficient. Unless the ultimate development calls for a new runway and significant land acquisition, environmental evaluation beyond the completion of the Categorical Exclusion Checklist will not usually be required for these airports.

Although ALP projects are more limited in scope and detail than master planning projects the sponsor and their consultant must be able to address many of the same issues that are considered in a master plan.

The ALP narrative report must document and support all of the development shown on the ALP and should, as a minimum, provide a brief history of the airport, how it was acquired, the major users and area served by the airport, the current and future design aircraft, the number of based aircraft, the number of itinerant and local operations, and when applicable the number of instrument approaches.

The ALP drawings must meet all FAA airport layout and design requirements, all of the requirements of FAA AC 150/5300-13, Appendix 7, and the [Master Plan and Airport Layout Plan \(ALP\) Checklist](#). Copies of the FAA AC's are available on the FAA web site and from the MoDOT Aviation Section.

All consultant selections for ALP development projects that expect to receive reimbursement under the SBGP must follow the guidelines set forth in the State Block Grant Program Guidance Handbook, Section 5 – Procurement of Engineering Services.